



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

IOWA CIVIL RIGHTS COMMISSION
BETH TOWNSEND
EXECUTIVE DIRECTOR

Dear Complainant:

The complaint form, instructions and other information you requested are enclosed. Please read all the information and instructions before you fill out the complaint form.

The complaint form you send in to the Iowa Civil Rights Commission will be photocopied and mailed to the Respondent. The Commission will not make any corrections or changes to the complaint form without your permission.

You may make copies of the blank complaint form if you need additional copies. You can also obtain our complaint form from our website.

<http://www.state.ia.us/government/crc/docs/complaintform.html>.

Please avoid the following mistakes in order to speed up the processing of your complaint:

- DO NOT try to put every detail on the complaint form but do provide a brief summary of each incident or **action** that you believe was discriminatory. **We will send you a questionnaire later which allows you to go into all the details of what happened.**
- DO NOT leave the Date of Incident blank (Question 25). We need the date of the most recent discriminatory incident. (This may be the date you quit your job, the date you were terminated, the date you found out you were not hired, the date you were denied service, the date you were treated differently, etc.)
- We need the location/address where the discrimination occurred (where you worked or where you were denied service.) We have to mail a copy of the complaint to the organization you are filing against. We need a **valid mailing address**.
- **DO NOT put unrelated organizations on the same complaint form, unless one directly owns the other. If you are filing against more than one organization you need to file a separate complaint against each.**
- DO NOT file with **both** EEOC and ICRC. Our agencies cross-file with each other.
- DO NOT wait to file your complaint. The law requires that a complaint be filed (received at ICRC office) **within 300 days** of the most recent discriminatory incident.
- DO NOT forget to **sign** and **date** your complaint form.

Ramona – Intake Specialist 1-800-457-4416; opt. 1; ext. 14430 or 515-281-4430.
Annette – Intake Specialist 1-800-457-4416; opt. 1; ext. 10337 or 515-281-0337.

Iowa Civil Rights Commission 400 East 14th Street Des Moines, IA 50319-0201
515-281-4121 / 1-800-457-4416 / (FAX): 515-242-5840

Web: <http://www.state.ia.us/government/crc>